



WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**



**ADMINISTRATIVE ASSISTANT 1 – AQUATICS**

**Aquatics Region – Rivers District**

**Recruitment # 2006-08-6277**

**- INTERNAL JOB OPPORTUNITY -**

The Department of Natural Resources (DNR) seeks a creative, enthusiastic professional to be part of a team dedicated to the forward looking stewardship of state-owned aquatic lands within the Aquatics Region, Rivers District. This position is located in Chehalis Washington and is responsible for providing support for the district's aquatic land management staff, which oversees state-owned aquatic lands located in 28 counties within southwest and eastern Washington.

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

**AQUATICS PROGRAM MISSION:**

The mission of the Aquatics Program is to manage state-owned aquatic resources on behalf of the citizens of Washington to achieve a balance of public benefits which include: allowing for public use and access, fostering water dependent uses, ensuring environmental protection, utilizing renewable resources and generating revenue.

**Job Classification:**

Administrative Assistant 1

**Type of Position:**

This is a permanent position

This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

**Monthly Salary Range:**

\$2,102- \$ 2,649

**Benefits Package:**

Health and dental insurance, retirement pension, vacation, sick leave and holidays

**Posting Date:**

August 21, 2006

**Closing Date:**

September 13, 2006

**Location:**

Chehalis, WA

**POSITION PROFILE:**

Under the direction of the Aquatics Assistant Region Manager, the incumbent shall:

- Perform administrative functions such as document preparation, billing, filing (paper and electronic) and the drafting of correspondence in support of the aquatic land management staff.
- Monitor billings, insurance and bonding requirements set forth in use authorizations and contacting clients when deficiencies arise.
- Track the progress of new use authorizations to make certain set timelines are met.
- Review the work of professional staff for completeness, to assure that input-output is grammatically correct and in compliance with laws, rules, policies, procedures and established standards.
- Build expected activities, securities and summary reports for use by land management staff.
- Coordinate, manage, analyze and provide technical review on the state's NaturE data system for the district.

## REQUIRED POSITION QUALIFICATIONS:

- A Bachelor's degree in business administration, public administration or closely allied field.  
*Clerical or office work experience may be substituted for education on a year-for-year basis*
- Excellent written and oral communication skills.
- Ability to track and manage several systems to ensure administration of the contracts
- Excellent organizational and computer skills

All DNR employees are required to consistently demonstrate the following core competencies: *Enduring Stewardship, Visionary Leadership, Inclusive Decision Making, Creative Solutions, Respectful Relationships, and Personal Responsibility.*

## DESIRED POSITION QUALIFICATIONS:

- Knowledge of management practices for various classes of land; basic surveying and aerial photography; laws, regulations, and policies pertaining to state management of Aquatic lands.
- Knowledge of: basic administrative procedures; NaturE program, Microsoft Office Suite, standard office practices, correspondence preparation, data management, State and departmental policies, management procedures and practices.
- Ability to: plan and conduct the operation of an office; prepare coherent and meaningful reports; write clearly and effectively; work with others in developing programs and plans and communicate effectively both written and oral.
- The ability to work as a member of an energetic team in a fast paced environment.
- The ability to handle many tasks simultaneously while remaining organized and effectively prioritizing workloads.
- The ability to establish positive relationships with managers, peers and stakeholders

## SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS:

- Standard work schedule is Monday through Friday, 8:00 AM to 4:30 PM.
- The position will require that the incumbent obtain certification as a notary.
- The position may require the incumbent to attend evening meetings and/or over night travel from time to time.
- This position may be required to drive a state vehicle to business related meetings therefore the incumbent must have a valid driver's license and two years of driving experience.
- Must be 18 years of age at time of hire.

## WHO MAY APPLY:

This recruitment is open to anyone who meets the required qualification for this position.

## APPLICATION PROCESS:

Interested and qualified candidates should submit:

- A letter of interest (not more than two pages) describing your qualifications as they relate to the position,
- A current resume,
- A completed application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)

The first screening will be based on information contained in the materials submitted.

Electronic method preferred	OR other method
<a href="mailto:Judy.Hainline@wadnr.gov">Judy.Hainline@wadnr.gov</a>	Judy Hainine Department of Natural Resources PO Box 280 Castle Rock, WA 98611

**NOTE: Please indicate Administrative Assistant 1 recruitment #2006-08-6277 in the subject line of your e-mail.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

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